

# DNS Self-Management Quickstart Guide

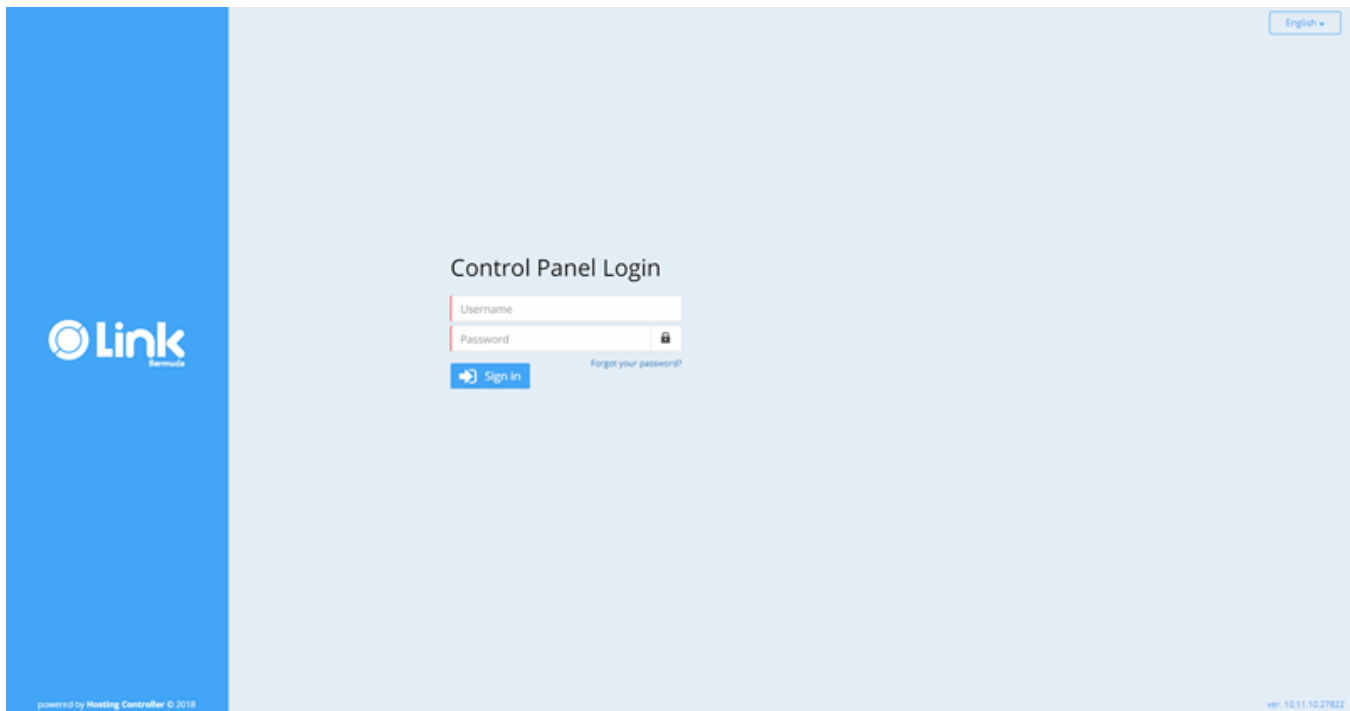


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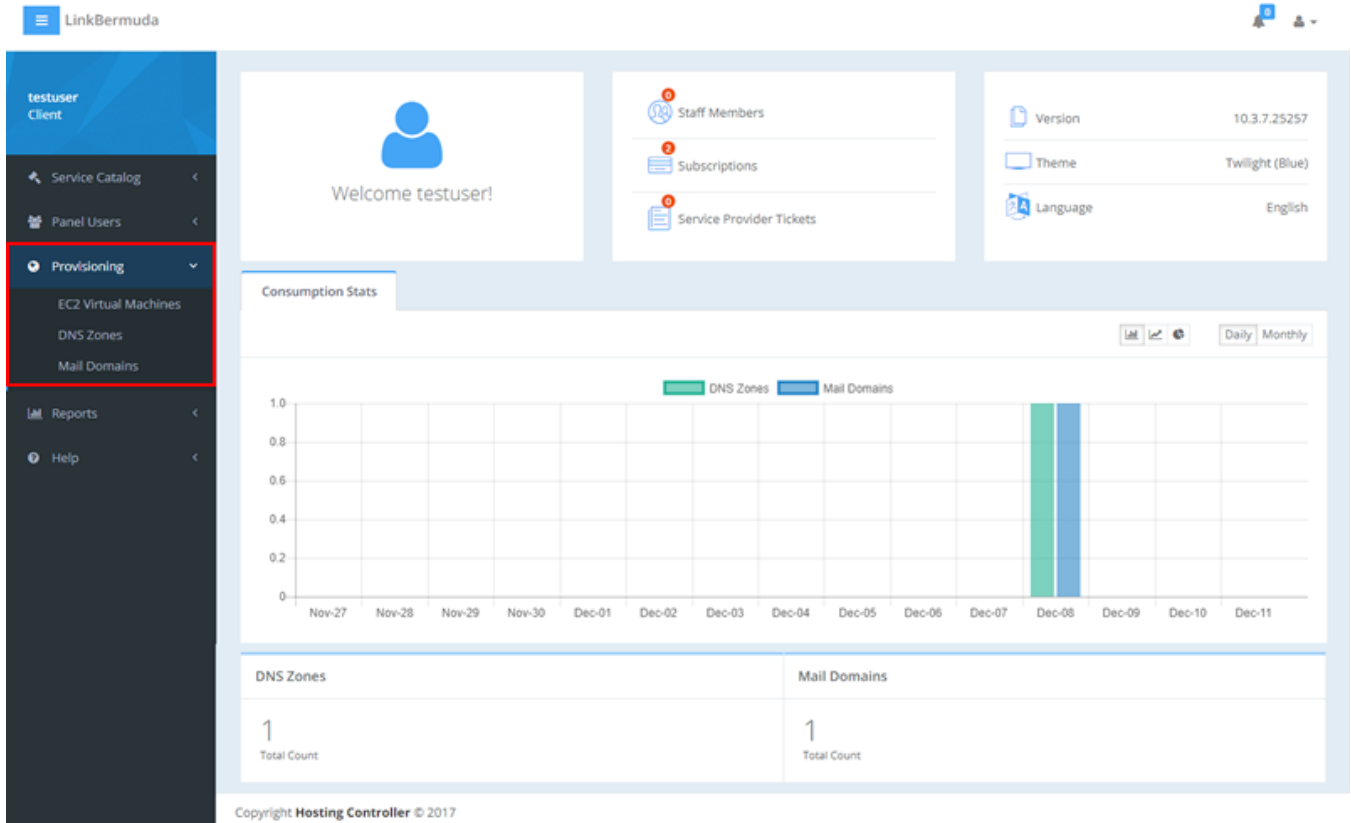
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## Managing the Domain Name

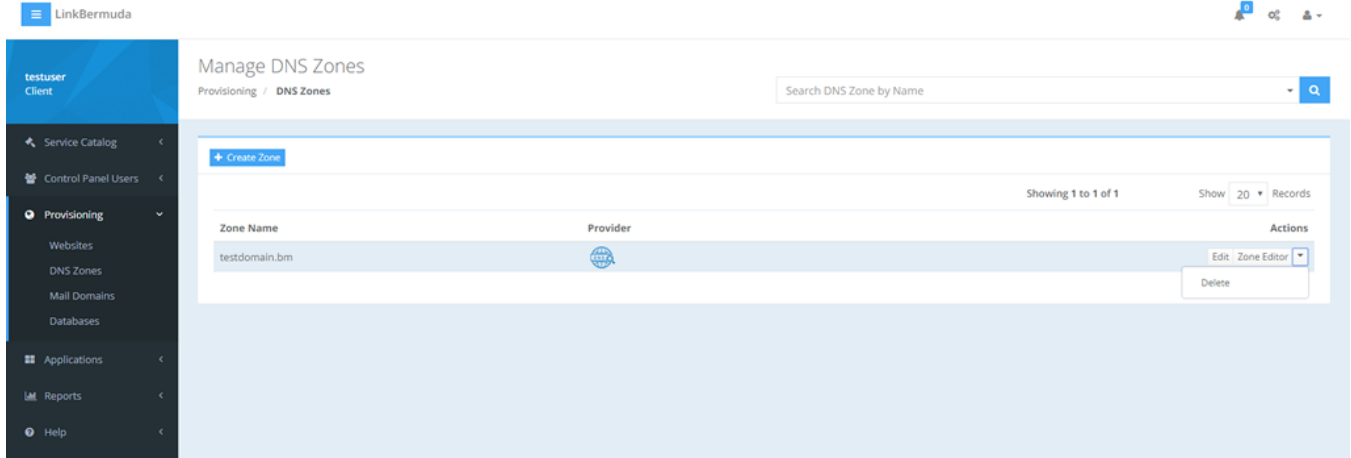
The DNS Self-Management portal allows customers to manage their domain names. Customers can manage their domains from a central web portal which allows them to add, edit and delete DNS entries for their domains. Customers should use the supplied credentials to log into the web portal at <http://dns.link.bm>.



The Home screen after logging in provides an overview of the services available to you. The key area in the menu on the left is the Provisioning menu. From this menu you can manage your domains.



Click on **Provisioning > DNS Zones** in the menu on the left to display your domain names.



You will have the option to click **Edit** for the raw text editor or **Zone Editor** for the preferred GUI editor.

## Edit

## Edit Zone of "testdomain.bm"



```
@ IN SOA ns1.link.bm. dns-admin.link.bm. (
  2018121003 ; Serial
  10800      ; Refresh
  1800       ; Retry
  604800    ; Expire
  3600 )    ; TTL
@ IN NS ns1.link.bm.
@ IN NS ns2.link.bm.
testdomain.bm. IN A 69.17.193.28
backup.testdomain.bm. IN A 69.17.193.26
mail.testdomain.bm. IN A 69.17.193.24
testdomain.bm. IN MX 10 mail.testdomain.bm.
testdomain.bm. IN MX 20 backup.testdomain.bm.
ftp.testdomain.bm. IN CNAME testdomain.bm.
www.testdomain.bm. IN CNAME testdomain.bm.
pop.testdomain.bm. IN CNAME mail.testdomain.bm.
smtp.testdomain.bm. IN CNAME mail.testdomain.bm.
portal.testdomain.bm. IN CNAME testdomain.bm.
testdomain.bm. IN TXT "v=spf1 a mx ptr -all"
```

Save

Save & Reload

Cancel

If you click Edit you will be presented with a basic text editor of your domain's zone file. You should only use this if you are very familiar with BIND syntax. Making syntax errors in the text editor can cause your domain to become unusable and unresponsive. **We strongly recommend using the Zone Editor.**

After making changes to your domain and reloading your domain, you will be unable to reload your domain for 3 minutes. You will still be able to save any changes but must wait 3 minutes until you can reload the domain and make the changes active.

### Zone Editor

## General Settings

DNS Zone Name testdomain.bm

Admin Email Address

## Name Server Settings

Primary Name Server

Secondary Name Server

Third Name Server

Fourth Name Server

## DNS Records

[+ Add DNS Record](#)

Name	Type	Data	Actions
testdomain.bm.	A	69.17.193.28	<a href="#">edit</a>   <a href="#">delete</a>
backup.testdomain.bm.	A	69.17.193.26	<a href="#">edit</a>   <a href="#">delete</a>
mail.testdomain.bm.	A	69.17.193.24	<a href="#">edit</a>   <a href="#">delete</a>
testdomain.bm.	MX (10)	mail.testdomain.bm.	<a href="#">edit</a>   <a href="#">delete</a>
testdomain.bm.	MX (20)	backup.testdomain.bm.	<a href="#">edit</a>   <a href="#">delete</a>
ftp.testdomain.bm.	CNAME	testdomain.bm.	<a href="#">edit</a>   <a href="#">delete</a>
www.testdomain.bm.	CNAME	testdomain.bm.	<a href="#">edit</a>   <a href="#">delete</a>
pop.testdomain.bm.	CNAME	mail.testdomain.bm.	<a href="#">edit</a>   <a href="#">delete</a>
smtp.testdomain.bm.	CNAME	mail.testdomain.bm.	<a href="#">edit</a>   <a href="#">delete</a>
portal.testdomain.bm.	CNAME	testdomain.bm.	<a href="#">edit</a>   <a href="#">delete</a>
testdomain.bm.	TXT	"v=spf1 a mx ptr -all"	<a href="#">edit</a>   <a href="#">delete</a>

## SOA Settings

Refresh Time

No. of Retries

Expire Time

TTL

[Save & Reload](#) [Cancel](#)

The Zone Editor provides a more guided GUI editor for making changes to your domain. In addition it provides syntax error checks and will either auto-correct any syntax errors or warn you before reloading your domain. Click the **Add DNS Record** button to add a new DNS entry. Click **edit** to make changes to an existing entry and **delete** to remove an existing entry. You should not change any of the other settings in the General Settings, Name Server Settings and SOA Settings sections. Press the **Save & Reload** button to save any changes and make the changes active. Below are some examples of creating some of the different DNS record types.

After making changes to your domain and reloading your domain, you will be unable to reload your domain for 3 minutes. You will still be able to save any changes but must wait 3 minutes until you can reload the domain and make the changes active.

### A Record

#### Add DNS Record

Type	A (Host Record) ▼
Name	backup.testdomain.bm
Data	69.17.193.26

[+ Add Record](#)

A records are the most common type of entry and point a host name to an IP address. Enter the full host name in the *Name* field and the IP address in the *Data* field.

### CNAME Record

#### Add DNS Record


Type	CNAME (Name Alias Record) ▼
Name	portal.testdomain.bm
Data	<u>www.testdomain.bm</u>

[+ Add Record](#)

CNAME records point a host name to another host name. Enter the full host name in the *Name* field and the host name you are redirecting to in the *Data* field.

### MX Record

## Edit Record

Type	MX (Mail Exchange Record) 
Name	@
Data	mail.testdomain.bm
MX Preference	10



[+ Add Record](#)

MX records point a domain to a mail server. Enter @ in the *Name* field (or leave blank) and the mail server host name in the *Data* field. Additionally enter a number in the *MX Preference* field. If you have multiple MX records for your domain, the MX Preference indicates the priority and order for which mail server should be selected first. A lower number indicates a higher priority and that mail server should be selected first. A higher number indicates a lower priority and that mail server should be selected last.

Do **NOT** enter 0 as an MX Preference. This is often recommended by Microsoft when setting up MX records for Office 365 Exchange Server. Doing so can result in the MX record disappearing and disrupting the delivery of your email. Use a number 1 or higher.

## TXT Record

### Edit Record

Type	TXT (Text Data Record) 
Name	@
Data	"v=spf1 a mx ptr ~all" 

[+ Add Record](#)

TXT records point a domain to some entered text data. The entered text could be anything and is used for various services such as domain ownership verification, SPF information to prevent email spoofing, providing additional settings for Office 365 Exchange Servers, etc. The format and syntax of the entered text will depend on what service you are configuring it for. Enter @ in the *Name* field (or leave blank) and the text data in the *Data* field.